

Review a Claim Summary

Process

[SET-OFF PROCESSING](#)

Effective Date

08/16/2005

Purpose

The Review a Claim Summary task provides specific instructions for reviewing all claims that exist for a particular debtor. Available resources from a TAX Individual Refund, Lottery Winnings, or Department of Accounts (DOA) Vendor Payment can be used towards satisfying outstanding liabilities that exist within IRMS. The Set-off Agency Representative performs this task when there is a need to review the debtor's liabilities that are still outstanding or that have been satisfied after being matched to available resources. The Special Notes and Procedure will assist you in the process of reviewing a debtor's claim information in IRMS.

Special Notes

- A **Claim** is a liability owed to a Set-off Agency by a debtor who exist in IRMS.
- This task applies strictly to claim summary information that applies to your agency's claims. The Set-off Agency Representative cannot view claims associated with another Set-off Agency.

Procedure

Responsibility

Set-off Agency Representative

Steps

1. Locate the claim information in IRMS.
 - A. Select "Tax Information: Setoffs: Claims Summary from the Main window in IRMS.
NOTE: The Claims Summary window opens.
 - B. Enter the debtor's FEIN or SSN.
 - C. Click FIND to display the claims for that FEIN or SSN.
 1. If the specific External ID exist in IRMS, and claims are displayed, go to Step 2.
 2. If the specific External ID does not exist in IRMS, verify and re-enter the debtor's External ID, as necessary.
 - a. If the External ID exist, and claims are displayed, go to Step 2.
 - b. If the External ID not exist or no claims are displayed, go to Step 4.
2. Select a specific claim from the Claims Summary window.
3. Review the claim information displayed.

- A. If you need to view the detail information associated with the claim, double-click on the specific claim or continue.

NOTE: The Claim Detail window opens displaying the following information:

- Customer's FEIN or SSN
- Claim
 - Claimant Agency
 - Claimant Agency Number
 - Claim Name - name of the debtor as it appears on the claim
 - Claim Number
 - Claim Status
 - Total Claim Amount
 - Total Claim Balance
 - Match Amount
 - Finalized Amount
 - Released Amount
 - Submitted Date
 - Last Update
 - Tax Representative
- Claim Details
 - Funding Source Type
 - Tax Account Period
 - Match Amount
 - Match Status
 - Match Date
 - Match ID
 - Certified Date
 - Initial Contested Date
 - Finalized Amount
 - Finalized Date
 - Last Update

- B. If you need to sort the columns by match date, double click on the column header to complete your review or continue.

4. Follow your agency's Policies and Procedures for documenting for future reference.
5. Exit the claim summary.

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